

PROBLEM

25X1A6a

Branch Chief "A" wishes to send "B" to [REDACTED] for further training because he has been on the job several years, developed competency, needs further specialization, deserves reward, and the action will improve branch morale and professional incentives. "B", however, is needed for office functions; but "D" could take over his work with a little experience. "D"'s duties must be taken care of.

SOLUTION

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"A" approaches OTR, Programs Division and JOT Division. Arrangements are made for "B" to go to [REDACTED] for a year. "D" is briefed for about a month on "B"'s duties. JO(1) and JO(2), who are lent to the branch for a year, are introduced to "D"'s job and take over when "B" leaves. At the end of the year all return to their previous assignments.

RESULT

Objectives of training "B" are achieved. "D" gains valuable experience. The office is two deep in "B"'s job. The work of the office has continued without interruption. The JOs have been trained on the job in another phase of intelligence.

JOB NO. [REDACTED] BOX NO. [REDACTED] FLD NO. [REDACTED] DOC. NO. 26 NO CHANGE
IN CLASS/DECLASS/CLASS CHANGED TO: TS S C RET. JUST. 22
NEXT REV DATE 10/9/91 REVIEWER [REDACTED] STYLED DOC. 3a
NO. PGS. 1 CREATION DATE [REDACTED] ORG COMP 11 OPI 11 ORG CLASS [REDACTED]
REV CLASS [REDACTED] REV COORD. [REDACTED] AUTH: HR 70-3

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